



Fairfax County
Department of Human Resources
Application Center

12000 Government Center Parkway, #170
Fairfax, Virginia 22035-0034
(703) 222-5872 TDD# (703) 222-7314

RESUME ATTACHMENT FORM

This form may be used to apply for multiple jobs with one resume.

JOB(S) APPLIED FOR:	JOB ANNOUNCEMENT NUMBER(S) (118-123)
_____	* - * * *
_____	* - * * *
_____	* - * * *
_____	* - * * *
_____	* - * * *

DATE OF APPLICATION (3-8)

_____*_____*_____
Month Day Year

SOCIAL SECURITY NUMBER (9-17)

_____*_____*_____

Providing your social security number is voluntary. However, without your social security number you will be unable to check resume status or use the self-nomination feature on the 24-hr job-line. Applicants not using the self-nomination feature may apply by mail or in person.

LAST NAME (18-33)

FIRST NAME (34-43) M.I. (44)

_____*_____

STREET NUMBER AND STREET ADDRESS (45-74)

APT. NO. (75-78) CITY (79-92)

STATE(93-94) ZIP CODE (95-99)

_____*_____*_____*_____*_____

DAYTIME CONTACT PHONE NUMBER(100-109)

_____*_____-_____

DO YOU HAVE A COMMERCIAL DRIVER'S LICENSE (CDL)?

CLASS A CLASS B CLASS C

THIS SECTION IS MANDATORY FOR PUBLIC SAFETY UNIFORM APPLICANTS

Are you a U.S. Citizen? Yes _____ No _____

Did you graduate from high school? Yes _____ No _____

If not, have you passed a G.E.D. test? Yes _____ No _____

Please complete the Date of Birth information below.

THIS SECTION IS VOLUNTARY.

The information collected is for statistical purposes only and will not remain with your resume.

DATE OF BIRTH (110-115) [Mandatory for Public Safety Jobs]

_____*_____*_____
Month Day Year

SEX AND ETHNIC ORIGIN (116) - Please check the box which describes your sex and ethnic origin. CHECK ONLY ONE BOX.

- A. _____ Male-White
B. _____ Male-Black
C. _____ Male-Hispanic/Latino
D. _____ Male-American Indian/Alaskan Native
E. _____ Male-Asian/Pacific Islander
G. _____ Female-White
H. _____ Female-Black
I. _____ Female-Hispanic/Latino
J. _____ Female-American Indian/Alaskan Native
K. _____ Female-Asian/Pacific Islander

SUPPLEMENTAL INFORMATION

(Complete only if directed to do so in the job announcement)

I will accept: Part Time _____ Full Time _____ Both _____
Evening Hours _____ Temporary Position _____

Location Preference: I will consider employment in:

North County (Reston, Vienna, McLean, etc.) _____
South County (Mt. Vernon, Alex., Lorton, etc.) _____
East County (Falls Church, Annandale, etc.) _____
West County (Govt. Cntr., Fairfax, Chantilly, etc.) _____

RESUME INSTRUCTIONS

Your resume will be scanned by a computer. The following information will assist you in preparing a resume that will be accurately evaluated.

Do Submit a comprehensive, chronologically formatted resume that can be used for multiple job opportunities.

Do Provide an original, high print-quality resume.

Do List skills (keywords) associated with tasks performed (i.e., computer skills, foreign languages and degree of fluency) for each employer.

Do Indicate possession of driver's license, Commercial Driver's License (CDL), etc., if applicable to the position requirements.

Don't Submit a cover letter of more than one page.

Don't Use special treatments such as italics, script, underlines, shadows and reverses (white letters on black background), or vertical and horizontal lines, graphics or boxes.

For additional information on preparing your resume, please refer to our Resume Tips Brochure.

How did you learn about the job for which you are applying?

____ Newspaper/Magazine/Journal Other _____

____ 324-JOBS Hotline Job News _____

____ County Employee

____ World Wide Web
http://www.co.fairfax.va.us

Ethnic origin is defined by the Federal Equal Employment Opportunity Commission as follows:

"White"-(not of Hispanic origin)-all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"Black"-(not of Hispanic origin)-all persons having origins in any of the Black racial groups of Africa.

"Hispanic/Latino"-all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

"American Indian or Alaskan Native"-all persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

"Asian or Pacific Islander"-all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.